

# **CMS Net**

# **INTRO**

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## **Preface**

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### **Legend**

In procedures on the following pages you will see various symbols used.

- ✓ The check mark indicates the result of an action.
- ➡ When a procedure is described, the arrow indicates a content note.

## General Information

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### What are Full Screen Keys?

Full screen keys have been added as a method of navigating around the new full screens. They are defined in the table below.

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### Most Commonly Used Keys

Function	Terminal Key	PC Key	Comments
Help	F13	F1	Gives help message for the field the cursor is on.
Action Menu (e.g., Save, Exit)	F11	F2	Used when you finish a screen and want to take the next step.
Cancel	F12	Shift F2	To “escape” or back up to the previous screen or prompt.
Delete Field	F7	F7	Erases the entire entry in the field.
Erase from cursor to right	F8	F8	Erases the field entry from the point where the cursor is all the way to the end of the field.
Date	=	=	Today's Date

---

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## General Information, Continued

### What are Roll and Scroll Keys?

Roll and scroll keys are used to navigate through the prompts of the old roll and scroll portion of CMS Net. They are defined in the table below.

### Most Commonly Used Keys

Function	Terminal Key	PC Key	Comments
Help		? or ??	Displays help information for the current prompt or a list of options.
Cancel		Shift “6” “ ^ “	To “escape” or back up to the previous prompt.
Delete Field		Backspace	Erases to the left before pressing enter.
Delete Line		Control U	Erases the field entry from the point where the cursor is all the way to the end of the field.
Date		T T + # of days T - # of days 99/99/9999	Today’s Date Date out in time Date back in time Specific Date
		Enter	Accepts default or new data typed.
To Print		Type SPOOL	Prints at the default printer established.

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## General Information, Continued

**Keyboard Mapping for Terminal**

The following table displays the keyboard mapping for a Terminal keyboard:  
(Memorex-Telex) Dumb Terminals

Key	Function		Key	Function
	Scroll		F11	Exit
	Scroll Down		F12	Cancel
<X	Rubout		F13	Help 1
ALT B	BOL		F14	Help 2
ALT E	EOL		F15	Options
ALT L	Bottom		F17	Ins Line
ALT N	Next Word		F18	Clip
ALT P	Previous Word		F19	Case
ALT T	Top		F20	Prefix Key 1
DELETE	Remove (Char)		F20, Return	New/Cut Line
DOWN	Down (Arrow)		INSERT	Ins (Char)
Enter	Execute		LEFT	Left (Arrow Key)
F6	Paste		PAGE DOWN	Fwd
F7	Remove Line		PAGE UP	Bkwd
F8	Erase Line		RIGHT	Right (Arrow Key)
F9	Remove word		TAB	Next Tab Stop O
F10	Menu Bar		UP	Up (Arrow Key)

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## General Information, Continued

**Keyboard Mapping for PC**

The following table displays the keyboard mapping for a Personal Computer (PC) keyboard:

Key	Function		Function	Function
<X	Right		F10	Menu Bar
Ctrl. F10	Next Word		F12	Prefix Key 1
Ctrl. F11	BOL		F12, Return	New/Cut Line
Ctrl. F12	EOL		Home	Top
Ctrl. F9	Previous Word		INSERT	Ins (Char)
DELETE	Remove (Char)		LEFT	Left (Arrow)
DOWN	Down (Arrow)		PAGE DOWN	Fwd
End	Bottom		PAGE UP	Bkwd
Enter	Execute		RIGHT	Right (Arrow)
F3	Options		Shift F1	Help 2
F4	Ins Line		Shift F2	Cancel
F1	Help 1		Shift F3	Scroll Up
F6	Paste		Shift F4	Clip
F2	Exit		Shift F5	Scroll Down
F7	Remove Line		Shift F6	Case
F8	Erase Line		TAB	Next Tab Stop O
F9	Remove word		UP	Up (Arrow Key)

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### General Information, Continued

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#### Action Menus

Action Menus appear on screens when the Action Key (F2 or F11) is pressed. Action menus are those that have commands like “Save” and “Cancel”. The command can be selected by moving the cursor (using up/down arrows) to the command and pressing <Enter>, or by typing the first letter of the command.

---

#### Pick Lists

Fields that have tables to select from (e.g., county, ethnic group) appear in a “pick list”.

To get to the pick list, type in a letter or two in a pick list field, press <Enter>; or press the Help key (F1 or F13).

Once the pick list appears, move the cursor using the up/down arrow keys to the item selected and press <enter>.

---

#### Editing Fields

To change a field, you MUST DELETE the current entry (F7) before you can enter new data.

---

## Basic System Information

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#### CMS Net scope and purpose

CMS Net is a full-scope case management system for the California Children Services (CCS) Program. The State’s CMS Net resides at the Health and Human Services Data Center (HHSDC) and can be accessed via your local area network (LAN) or state-leased terminals. The CMS Branch, Information Systems Unit, HHSDC, and contractors support the CMS Net system.

**What CMS Net  
can do for me?**

CMS Net can assist you in ...

- Update MEDS with CCS client demographic and eligibility information
- Linking or adding patients to the Statewide client Index (SCI) to obtain a Client Index Number (CIN)
- Identifying what programs a patient is on from the SCI and MEDS
- Registering patient referrals
- Generating correspondence
- Documenting program eligibility
- Issuing service authorizations
- Producing ticklers and management reports
- Documenting narratives (progress notes)
- Accessing Medi-Cal, Healthy Families, Managed Care Plan and other coverage eligibility information from MEDS and logging the data on CMS Net
- Assist with and track case transfers
- Request medical reports
- Communicating case management activities to the state/county CCS staff

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**Basic System Information, Continued**

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**Who has access and when**

Any State and County staff choosing to come on to State-owned CMS Net System has access to CMS Net.

---

**When can I access CMS Net?**

CMS Net is available to authorized users between the hours:

Monday – Friday      7:00am to 7:00pm

Saturday              9:00am to 5:00pm

---

**Who do I call for assistance with CMS Net?**

The CMS Net Help Desk is available for assistance as follows:

Monday – Friday      7:00am to 5:00pm      916-327-2378 or  
866-685-8449 (Toll Free)

5:00pm to 7:00pm      916-606-6334

Saturday              9:00am to 5:00pm      916-606-6334

CMS Net Help Desk E-mail:      CMShelp@dhs.ca.gov

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The following pages display what systems (State's CMS Net, Stand alone CMS Net, Other Automation/Manual System) counties are currently using and a State Of California – County Offices phone list.

---

## Log On to CMS Net

---

### Logging on to CMS Net.

Logging on to CMS Net begins by either:

- From Memorex Terminal “C” screen, type **cmsnet** and press <Enter>.
  - From Personal Computer (PC), double click on CMS Net icon or select CMS Net as instructed by your local area network administrator.
- 

telnet (f03c05)

#### WARNING

Any person who, without authorization, accesses or attempts to access, or who tampers, interferes or damages any computer network, computer system, computer program or software or computer data maintained by the Health & Welfare Agency Data Center, is subject to civil and/or criminal prosecution under all applicable state and federal laws.

login: **kamos**

---

Step	Action
1	Type in login id (as assigned) in <b>lower case</b> .
2	Press <Enter>

---

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### Log On to CMS Net, Continued

---

✓After pressing <Enter>, you will receive a prompt requesting password.

---

telnet (f03c05)

**WARNING**

Any person who, without authorization, accesses or attempts to access, or who tampers, interferes or damages any computer network, computer system, computer program or software or computer data maintained by the Health & Welfare Agency Data Center, is subject to civil and/or criminal Prosecution under all applicable state and federal laws.

login: kamos

**kamos's Password:** \_\_\_\_\_

---

Step	Action
1	Type in your password in <b>lower case</b> . ( The characters will not appear as you type.) Note: If this is the first time logging on to CMS Net, you will be required to change your password. Remember to write it down because once it is changed, the system administrator can not tell you what it is.
2	Press <Enter>.

---

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### Log On to CMS Net, Continued

✓ After pressing <Enter>, the CMS Net main menu will appear as seen below.

```

                                Children's Medical Services Network (CMS Net)
                                -----
                                CMS Net/E47 Version 1.0
                                MEDS & STATEWIDE CLIENT INDEX FULL-SCREEN INTERFACE
                                -----

                                MAIN MENU

Option      Description
-----
cmsnet      Run the CMS Net Application.
ghpp        Run the GHPP Application.
logoff      Exit.

pw          Change login password.
prt         Define output printer.  Current printer = UNKNOWN.
printtest   Print a test file to the defined printer.

Enter an option ==>
```

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Log On to CMS Net, Continued

---

Step	Action
1	Type "cmsnet".
2	Press <Enter>.

---

✓After pressing <Enter>, you will see the following prompt.

What device type are you using?  (?) PC ( ) Terminal ( ) Quit
---

---

Step	Action
1	Type the first letter of the option or use the <Up/Down Arrow Keys> to select the device type.
2	Press <Enter>.

---

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### Log On to CMS Net, Continued

---

✓After pressing <Enter>, you will see the following screen.

---

CMS TESTLOG-ON SCREENCMSLS-10

---

Welcome to the CMS Net \*PRODUCTION\* Application

Enter access code:

---

Step	Action
1	Type in assigned <b>ACCESS CODE</b> .
2	Press <Enter>.

---

*Continued on next page*



### Log On to CMS Net, Continued

---

✓After pressing <Enter>, you will see the following screen.

---

CMS Net Messages-Use Next/Previous to read messages or Quit to skip messages

This is the introductory sign-in message.

This space is reserved for notifying users of upcoming system changes, enhancements, or upcoming events.

Good morning KATHY

You last signed on yesterday at 08:22

[Quit] [More] [Previous] [Print]

Step	Action
1	Use your <Up/Down Arrow> to select an option. <i>Note: If you to Print the Introductory Text information, type SP at the &lt;Device:&gt; prompt.</i>
2	Press <Enter>.

---

*Continued on next page*

**Log On to CMS Net, Continued**

---

✓After pressing <Enter>, you will see the following screen.

---

CMS NET	PRIMARY OPTION	CMSMP-10
<p>Select Option:</p> <p>DISPLAY ELIGIBILITY LOG</p> <p>ELIGIBILITY</p> <p>EVENT TRACKING ...</p> <p>GENERATE REQUESTS/AUTHORIZATIONS ...</p> <p>MAIL MANAGER ...</p> <p>MEDICAL THERAPY PROGRAM ...</p> <p>REGISTRATION ...</p> <p>SYSTEM MAINTENANCE ...</p> <hr/> <p>[Quit]</p>		

---

✓You have successfully logged onto CMS Net.

---

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**NOTES**

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## Log Off CMS Net

---

### Logging off of CMS Net.

A screen has been designed for logging off CMS Net. This screen can be accessed by highlighting quit and pressing <Enter> on the following screen:

---

CMS NET	PRIMARY OPTION	CMSMP-10
  Select Option:  DISPLAY ELIGIBILITY LOG ELIGIBILITY EVENT TRACKING ... GENERATE REQUESTS/AUTHORIZATIONS ... MAIL MANAGER ... MEDICAL THERAPY PROGRAM ... REGISTRATION ... SYSTEM MAINTENANCE ...  <hr/> <div>[Quit]</div>		

---

*Continued on next page*

---

After pressing <Enter>, the Log-off Screen appears:

---

CMS Net  
10

LOG OFF SCREEN

CMSLO-

---

Notice: You are about to exit CMSNET. If your PC displays a blank screen,  
remember to close your session. Call the CMSNET Help Desk if you need  
assistance.

(?) Log off, I'm finished using CMSNET.

( ) Return to Sign-on, I want to keep working.

Thank you for using CMSNET.

---

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### Log Off CMS Net, Continued

---

Upon entering the LOG OFF SCREEN, you have the option to do one of the following two steps:

---

Step	Action
1	Press <Enter> to accept the LOGOFF default, <b>OR</b> Press the <Down Arrow> key to: ( ) Return to Sign-on, I want to keep working.
2	Press <Enter>.

---

If the User presses <Enter> to accept the default "YES" to exit CMS Net, a blank screen will appear. To further exit the system, do the following:

---

Step	Action
1	Press the left mouse button once on the "X " located in the upper right hand corner of the screen. This closes CMS Net completely.

---

*Continued on next page*

### Log Off CMS Net, Continued

#### Continue Working

If the User does NOT want to exit CMS Net by pressing the <Down Arrow> key to the second option, the following prompt will appear:

---

CMS TEST	LOG-ON SCREEN	CMSLS-10
----------	---------------	----------

---

Welcome to the CMS Net \*PRODUCTION\* Application

Enter access code:

Step	Action
1	Type in assigned <b>ACCESS CODE</b> .
2	Press <Enter>.

---

*Continued on next page*

### Log Off CMS Net, Continued

---

✓After pressing <Enter>, you will see the following screen.

---

```
CMS Net Messages-Use Next/Previous to read messages or Quit to skip messages
-----
This is the introductory sign-in message.

This space is reserved for notifying users of upcoming
system changes, enhancements, or upcoming events.

Good morning KATHY
    You last signed on yesterday at 08:22

[Quit]  [More]  [Previous]  [Print]
```

Step	Action
1	Use your <Up/Down Arrow> to select an option. <i>Note: If you select Print, type SP at the &lt;Device:&gt; prompt.</i>
2	Press <Enter>.

---

✓You have now successfully logged back into CMS Net.

---

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**NOTES**

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## Basic Functions within CMS Net

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### **Basic Functions**

CMS Net has several functions done repeatedly throughout the system. This section of the CMS Net Intro will outline the steps to do the following functions:

- Generate Automatic Narratives
  - Print Letters
  - Set Default Printer
- 

### **Generate Automatic Narrative**

A Narrative is used in CMS Net to record what action has been taken on a patient's case. CMS Net will generate an "Automatic Narrative", which means the system will document what has just been edited or entered. You do have the capability to edit an "Automatic Narrative" from the Narrative/Entry edit screen.

To generate a "Full Screen" Narrative, see the Narrative section of this manual.

---

*Continued on next page*

## Basic Functions within CMS Net, Continued

➡ The following prompt is what you will see to generate a narrative:

Do you want to GENERATE a ' ??? ' NARRATIVE? Yes// \_

Step	Action
1	Press <Enter> if adding an <i>Automatic Narrative</i> , <b>OR</b> Type “N”, to skip.
2	Press <Enter>.

✓ If you pressed <Enter>, the following “Automatic Narrative” appears:

CMS TEST	NARRATIVE ENTRY/EDIT	CMS-10
Pt Nm: XXXXXXXXXXXXXXXXXX2XXXXXXXXXXXX3XXXXXXXXXXXX4	CCS#: 9999999	CIN: 99999999X 9
1) Gender: DOB: Lgl Co: REG= MED= F/R=		
Narrative Date: 06/01/1999		
General Topic: APPLICATION STATUS FINAL NOTICE		
APPLICATION STATUS FINAL NOTICE; STATUS DATE: 06/01/1999;		
CORRESP #99-24478; LETTER TYPE C-36B.		

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## Basic Functions within CMS Net, Continued

---

### To Save Narrative

To save the Narrative, do the following:

1. Press the Action Menu function key to display the Action Menu
- 

```
Select One:
( ) Save
( ) Cancel
( ) Delete
```

---

[Quit]

Step	Action
1	Press <Up Arrow> key to Save.
2	Press <Enter>.

### Note:

For instructions on Editing, Deleting, Viewing or Printing Narratives, see the Narrative section of this manual.

✓ You have now successfully completed a narrative.

---

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## Basic Functions within CMS Net, Continued

---

**Print Letter(s)** After selecting the letter to be sent, you have the option to print the letter:

---

LETTER # 14110 GENERATED BY SYSTEM IN ENGLISH  
PRINT NOW? NO//

---

Step	Action
1	Type “Y” to print letter now <b>AND</b> press <Enter>. <b>OR</b> Press <Enter> to skip printing letter.

---

*Continued on next page*

**Basic Functions within CMS Net, Continued**

---

If you said “Y” to print and pressed <Enter>, the following appears:

---

<div style="display: flex; justify-content: space-between;"> <span>CMS TRAINING</span> <span>CORRESPONDENCE</span> <span>CMSDS-10</span> </div>
<div style="text-align: center;">             Device <input style="width: 150px; height: 25px; border: 1px solid black;" type="text"/> </div> <p style="margin-top: 10px;">Spool Print Device:</p>

<b>Step</b>	<b>Action</b>
1	Type “SP” or “SPOOL” then enter the Spool Print Device to print out the letter on printer.  OR  Type “SC” or “SCREEN” <Enter> to display on screen.

---

After the letter is printed, the following prompt will be displayed:

---

Do you want to print another copy? NO//

<b>Step</b>	<b>Action</b>
1	Press <Enter> to exit letter generation  <b>OR</b> Type “Y” to print additional copies.

---

✓ You have now successfully printed a letter.

---

*Continued on next page*

## Basic Functions within CMS Net, Continued

### To Set Default Printer

To set a default printer, at the CMS Net main menu do the following:

```

Children's Medical Services Network (CMS Net)
-----
CMS Net/E47 Version 1.0
      MEDS & STATEWIDE CLIENT INDEX FULL-SCREEN INTERFACE
-----

                        MAIN MENU

Option      Description
-----
cmsnet      Run the CMS Net Application.
ghpp        Run the GHPP Application.
logoff      Exit.

pw          Change login password.
prt         Define output printer.  Current printer = UNKNOWN.
printtest   Print a test file to the defined printer.

Enter an option ==>

```

Step	Action
1	Type “prt” at the prompt.
2	Press <Enter>.



**Basic Functions within CMS Net, Continued**

---

After pressing <Enter>, the following prompt appears:

---

Enter printer number or enter for no change ==>

---

Step	Action
1	Enter correct printer number. Note: Type the U in <b>uppercase</b> for your printer. (i.e. U6354)
2	Press <Enter>.

---

✓ After pressing <Enter>, the CMS Net main menu will appear.

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**CMS Net User Guide and Reference**  
**Basic Functions within CMS Net, Continued**

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**NOTES**

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## **Basic Functions within CMS Net, Continued**

**Changing the Accesses Code.**

The Access Code in CMS Net will expire every 60 days or a user attempts to log into CMS Net more than five times unsuccessfully.

CMS Net will begin warning the user five calendar days before the Access Code is due to expire.

**When changing the Access Code please follow these code rules:**

1. The code must be 8 to 10 characters in length.
2. The code must have at least 6 alpha characters and 1 number.
3. The code can have no more than 2 numbers.
4. The code cannot be in use by another user.
5. The code cannot have been used by any user in the last 12 months.
6. The current code cannot be re-used.

	<p>CMS Net will take you automatically to the Reset Access Code screen</p> <p><b>Or</b></p> <p>Select Change Access Code from the Primary Option menu and Press &lt;Enter&gt;.</p>
--	--

<b>Step</b>	<b>Action</b>
1	Enter a new Access Code in the Enter new access code filed.
2	Press <Enter>.
3	Reenter the same new Access code in the Re-enter access code filed.
4	Press <Enter>

*Continued on next page*

**Basic Functions within CMS Net, Continued**

---

After successfully changing you access code the following will message will appear:

Your access code has been changed.  
(?) Press Enter

---

**Error  
messages**

If it has been more than 60 days since you have logged in the following message will be displayed:

Please contact the CMS Help Desk, your Access Code has expired.  
(?) Press Enter

---

If a user has attempted to enter an Access Code more than 5 times. The message displayed before the user is halted from the system will be:

You have attempted to log-on more than 5 times. Please contact the CMS Net Help Desk to reset your access code.  
(?) Press Enter

---